

# VERIFICATION OF LICENSE

---

Louisiana State Licensing Board for Contractors

LSLBC

Important Information for Louisiana  
Contractors Applying for Licenses in  
Other States

# Verification of License



Reciprocity agreements and examination endorsement agreements allow a Louisiana licensed contractor applying with a reciprocal licensing Board in another state to receive credit for exams for classifications held in Louisiana. When a Louisiana contractor applies in a reciprocal state, a verification of license form should be filled out by the Louisiana State Licensing Board for Contractors, and submitted by the contractor to the other state's Board.

Contractors seeking to work in another state based on these agreements must obtain that state's license before bidding, signing contracts or performing work in that state.

The following information includes:

- an explanation on how to obtain a verification of license
- the verification form
- a map showing the states with which Louisiana has reciprocal agreements
- a chart which indicates the Boards and classifications for which a reciprocal candidate can apply.

## Contents

Table of Contents	1
Introduction	1
Applying In Other States	2
Verification Form	3
Map	4
Reciprocity by State	5

We're on the Web!

[www.lacontractor.org](http://www.lacontractor.org)

## For Louisiana Contractors Applying in *Other States* Based on Reciprocity or Examination Endorsement Agreements



FOR MORE  
INFORMATION  
REGARDING  
RECIPROCAL  
REQUESTS FOR  
LOUISIANA  
CONTRACTORS  
FOR OUT-OF-  
STATE  
APPLICATIONS  
CONTACT:

Paula Lamotte  
1.800.256.1392  
225.765.2301 x227  
plamotte@lsibc.louisiana.gov

### The contractor must:

- ✓ Submit the appropriate application for licensure to the reciprocal Board to which you are applying for a license.
- ✓ Contact the reciprocal Board for their rules regarding the reciprocal credit for examinations.
- ✓ Obtain from the reciprocal Board the appropriate verification form to be used to apply for reciprocal status. **If the reciprocal Board does not have their own license verification form, you may use the form included below. Contractors applying for the Texas Master Electrical License should request a verification letter from the Louisiana State Licensing Board for Contractors.**
- ✓ Submit the reciprocal Board's verification form to the Louisiana State Licensing Board for Contractors along with an \$85 processing /research fee.

### PAYMENT

If paying by **check or money order**, send the form and fee to:

2525 Quail Drive  
Baton Rouge, LA 70808  
Attention: Paula Lamotte

If paying by **credit card**, e-mail the following information to the [plamotte@lsibc.louisiana.gov](mailto:plamotte@lsibc.louisiana.gov):

Type of Card (e.g., VISA, MasterCard, American Express)  
Account number  
Expiration Date of Card  
Security Code (usually found on the back of card)  
Address of Card Holder



## REQUEST FOR VERIFICATION OF LICENSE

**Instructions to Applicant:** Complete the information in the section immediately below only and submit this form to the Board for the state in which you are licensed. Then return the original signed copy of this form to the address above, along with the completed Commercial and/or Residential Application.

### TO BE FILLED OUT BY APPLICANT

<b>Company Name/Individual Name:</b>			
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone #:</b>	<b>Fax #:</b>	<b>E-Mail Address:</b>	
<b>Name of Contact:</b>			

### VERIFICATION OF LICENSE

**Instructions for Verifying State:** The above named applicant has submitted an application for a contractor's license with this Board. Please complete the following and return this form to the applicant. If additional space is needed, please use additional pages.

<b>Company/Individual Name:</b> _____ <b>License #</b> _____ <b>Type of Firm:</b> Corporation _____ LLC _____ Partnership _____ Sole Proprietor _____ <b>Original Issuance Date:</b> _____ <b>Expiration Date:</b> _____ <b>Current Status</b> (Current/Inactive/Expired) _____ <b>If Sole Proprietor/Partnership, State of Primary Residence:</b> _____ <b>If Corp./LLC, State of Original Incorporation</b> _____ <b>Disciplinary Action?</b> Yes _____ No _____ <b>If Yes, Please Explain:</b> _____ <b>Classification(s) Held:</b> _____				
<b>Legal Name of EACH Person Passing Business and Law Exam</b> <i>in your state for this company</i>			<b>Date Passed</b>	<b>Score</b>
<b>Legal Name of EACH Person Passing Trade Exam</b> <i>in your state for this company</i>	<b>Trade Exams Passed</b>			
	<b>Classification</b>	<b>Date Passed</b>	<b>Exam Type</b> (e.g. NAI, PSI, In-House)	<b>Score</b>

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agency:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**For Internal Use Only** **Approval (Initials):** 60 days \_\_\_\_\_ Bus./Law \_\_\_\_\_

**Trade Exam(s):** \_\_\_\_\_ **Initials** \_\_\_\_\_

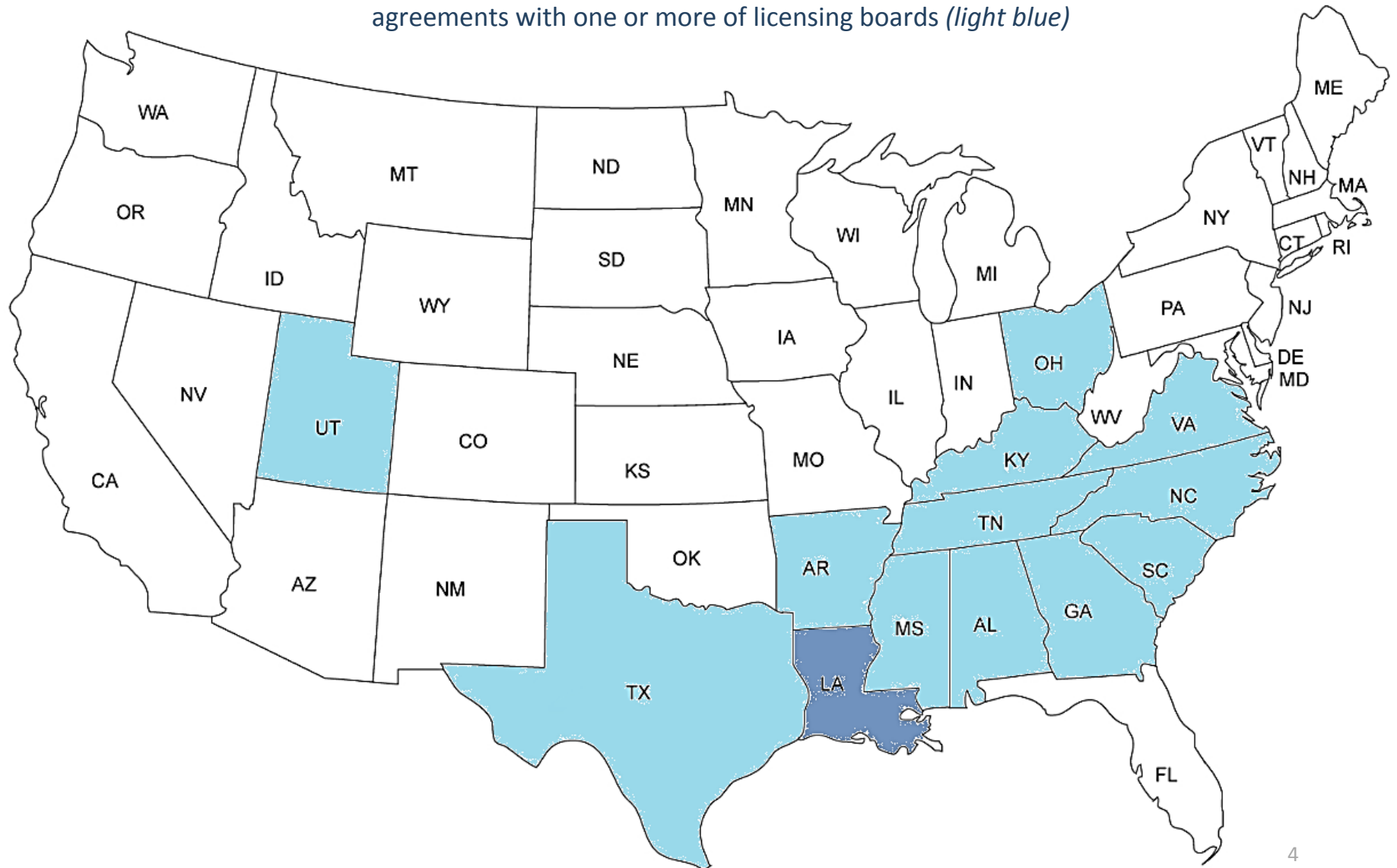
**Date:** \_\_\_\_\_ **Exemption Disapproved (Initials)** \_\_\_\_\_

STATE  
SEAL

States with which the

**LOUISIANA STATE LICENSING BOARD FOR CONTRACTORS**

Holds reciprocity agreements or examination endorsement agreements with one or more of licensing boards (*light blue*)



## Reciprocity and Examination Endorsement Agreements with other States

The Louisiana State Licensing Board for Contractors has reciprocity agreements or examination endorsement agreements with the following state Boards. Contractors from reciprocal states can have their qualifying party receive credit for exams for equivalent classifications and can be exempted from the 60-day waiting period provided:

- ✓ They have not been sanctioned for violations by the Board of the reciprocal state for the past three years.
- ✓ They meet all other requirements for licensure by the Louisiana State Licensing Board for Contractors.

Board	Major Classification	Credit Given For		
		Specialties	Electrical	Mechanical
Alabama Licensing Board for General Contractors *	All	All	1	Yes
Alabama Board of Heating & Air Conditioning Contractors	1	HVAC	1	1
Alabama Electrical Contractors Board	1	1	Yes	1
Alabama Home Builders Licensure Board	Residential Contractor	1	1	1
Arkansas Contractors Licensing Board	All	All	1	1
Georgia State Licensing Board for Residential and General Contractors	Building Construction, Residential Construction	1	1	1
Georgia Construction Industry Licensing Board, Division of Conditioned Air Contractors	1	HVAC	1	1
Georgia Construction Industry Licensing Board, Division of Electrical Contractors	1	1	Yes	1
Georgia Construction Industry Licensing Board, Division of Utility Contractors	Municipal and Public Works Construction	1	1	1
Kentucky, Division of Housing, Buildings and Construction	1	1	Yes	No
Mississippi Board of Contractors	All	All	Yes	Yes
North Carolina Board of Examiners of Electrical Contractors	1	1	Yes	1
Ohio Construction Industry Licensing Board	1	Industrial Piping, HVAC, Refrigeration	Yes	Yes
South Carolina Contractor's Board	All	2	No	Yes
South Carolina Residential Builder's Commission	Residential Contractor	1	1	1
Tennessee Board for Licensing General Contractors	All	All	Yes	Yes
Texas Department of Licensing and Regulation	1	No	Yes	No
Utah Construction Trades Bureau Division of Occupational & Professional Licensing	All	All	No	Yes
Virginia Board of Contractors	Building Construction	1	Yes	Yes

**NOTE:** The Louisiana State Licensing Board for Contractors accepts examination scores from the **NASCLA** (National Association of State Contractors Licensing Agencies) **Accredited National Building Construction Examination**. Qualifying Party candidates with such scores do not need to meet the normal reciprocity requirements for credit for Building Construction. Candidates must register with their NASCLA examination provider to have the NASCLA transcript sent to the Louisiana State Licensing Board for Contractors.

1. The named Board does not hold classification(s) of this nature; therefore we cannot give credit for that type of work.
2. As of 3/22/2013, only the classifications of Concrete Bridges, Over and Under Passes; Earthwork, Drainage and Levees; Filter Plants & Water Purification; Industrial Pipe Work and Insulation; Permanent or Paved Highways and Streets (Concrete); Permanent or Paved Highways and Streets (Soil Cement); Permanent or Paved Highways and Streets (Asphalt Surface Treatment); Permanent or Paved Highways and Streets (Asphalt Hot and Cold Plant Mix); Pipe Work (Gas Lines); Pipe Work (Sewer); Pipe Work (Storm Drains); Pipe Work (Water Lines); Steel Bridges, Over and Under Passes; Transmission Pipeline Construction; Wood Bridges, Over and Under Passes.